

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Assistant Commonwealth Attorney I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Renders legal services in criminal and domestic matters and prosecutes cases in court. Manages caseloads, prepares cases for trial and establishes rapport with victims. Maintains knowledge of current laws to make complex decisions, presents cases in court and negotiates plea agreements.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares cases for trial by reviewing case reports, determining the facts of the case, contacting relevant parties for interviews, reviewing relevant state law, anticipating possible defenses, determining whether a plea offer should be tendered, conducting preliminary hearings, maintaining information from cases, scheduling trials and appearing in Court.
2	S	Manages caseloads by keeping files updated, documenting additional facts and evidence after hearings, ensuring all changes are made properly and responding to pretrial motions.
3	L	Establishes rapport with victims and witnesses by explaining the process of testifying, reviewing possible questions, informing them of any changes and answering their questions about court procedures or the case.
4	S	Maintains knowledge of current case law and rules of evidence by researching pertinent topics, reviewing other Attorney's briefs, reading the Rules of Virginia Evidence book and attending training sessions.
5	L	Presents cases in court by preparing opening and closing statements, performing direct and cross-examinations, making and responding to objections, explaining complex legal concepts and presenting evidence and arguments at sentencing.
6	S	Negotiates plea agreements and legal contracts by discussing the resolution of cases with opposing counsel, calculating sentencing guidelines, drafting plea agreements, making bond arrangements, researching counseling programs for defendant and performing necessary duties to resolve the case.
7	S	Manages appeals from Lower Court by filling out any necessary paperwork, scheduling court dates and completing all necessary steps in accordance with the law.
8	S	Responds to Discovery Motions by preparing letters for defense attorneys that include statements made by the defendant and any prior arrest records.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Six months as an attorney or practicing student.
Certifications and Other Requirements	Virginia State Law License
Reading	Work requires the ability to read legal memorandum, law books, City codes, case files, motions, briefs, legal documents, case law, various reports, journals, handbooks, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebra and geometry.
Writing	Work requires the ability to write legal memorandum, business letters, reports, legal briefs, pleas, statements, and general correspondence.
Managerial	Managerial responsibilities include scheduling trials, motions, and pre-trial work, overseeing secretary's and paralegal's duties, and managing exhibit preparation.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Court appearances, inter-office
Sitting	F	Desk work, courtroom, meetings
Walking	F	Court appearances, inter-office
Lifting	O	Files, books, exhibits, briefcase, camera, laptop computer
Carrying	F	Files, books, exhibits, briefcase, camera, laptop computer
Pushing/Pulling	O	Office furniture, cart
Reaching	R	Office furniture, cart, books, files, exhibits
Handling	R	Files, books, exhibits, briefcase, camera, laptop computer
Fine Dexterity	F	Computer keyboard, calculator, typewriter, writing
Kneeling	R	Filing in file cabinet drawers
Crouching	N	
Crawling	N	
Bending	R	Filing in file cabinet drawers
Twisting	O	Desk to phone
Climbing	F	Stairs
Balancing	O	On stairs
Vision	C	Computer, desk work, exhibits, reports, observing witness or judge
Hearing	C	Communicating with personnel and general public, on telephone, reviewing case material
Talking	C	Communicating with personnel and general public, on telephone, reviewing case material
Foot Controls	N	
Other (specify)	N	

Adopted: **September 2001** , Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, overhead projector, file cabinets, bookcase, briefcase, television, VCR, scanner, digital camera, docking station, Geronimo Casefinder, telephone, desk supplies, computer, printer, laptop, standard Windows and Office software, Case Management, Virginia Law on DISC, Pistol 2000, Internet, Acrobat, Shepard 4.0, CMS, Virginia Code and Case Finder books, Jail Management System, Code Management System

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	M
Fire Hazards	D	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Courtroom

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)